



## LEIA EDUCATIONAL TRUST

### DISTANCE LEARNING COURSE MALPRACTICE PROCEDURES<sup>1</sup>

The aim of these procedures is to support the policy of the Education and Training Committee of the Lift and Escalator Industry Association (LEIA) and staff members as agents for the LEIA Educational Trust, for the avoidance of exam malpractice in all training opportunities given by the Committee.

#### ***Definitions***

See document LEIA Educational Trust Malpractice Policy (DL-MPol)

#### ***Procedures for informing candidates of behaviour during examination***

**All candidates will receive a copy of Notices derived from the Malpractice Policy.**

Warning to Candidates:

- Unfair and dishonest practice in the examination
- Personation
- Unauthorised material
- Communication
- Details of sanctions in the event of an infringement

Notice to Candidates:

- Make sure you know the rules
- Make sure you attend
- Bring only what you need
- Controls on calculators, dictionaries and computer spellcheckers
- Controls on mobile phones
- Examination instructions
- Advice and assistance
- The end of the examination

#### **Oral Announcements**

Before the beginning of every exam, candidates will be given an oral reinforcement of the Notices.

#### ***Procedures for investigating alleged malpractice***

An allegation of malpractice may be made by a candidate or Company Contact through the LEIA Educational Trust Appeals Procedure (document DL-AppProc) or by a member of the Centre staff or its agents. All cases of malpractice shall be reported to the Examinations Officer who will inform the Centre Co-ordinator. The Examinations Officer will obtain statements from those concerned, whether the malpractice is by staff or candidates.

#### **Investigation by the Centre into alleged malpractice by candidates**

The Examinations Officer will conduct a full enquiry into the malpractice in conjunction with the Centre Co-ordinator. If malpractice is deemed to have taken place then a full written report will be submitted to the Awarding Body with supporting evidence.

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<sup>1</sup> This procedures document is based upon the exemplar policy in 'Guide to Vocational Centre Qualification Approval Form' published by EdExcel ([EdExcel website](#))

Candidates accused of malpractice will be made aware at the earliest opportunity of the nature of the alleged malpractice, and of the possible consequences should malpractice be proven.

Candidates accused of malpractice must be given the opportunity to respond (preferably in writing) to allegations made.

Candidates accused of malpractice shall be made aware of the avenues for appealing should a judgement be made against him or her. Full details of an Awarding Body's appeals procedure will be sent to the candidate if the judgement goes against the candidate.

The candidate will be informed in writing of the outcome of the Awarding Body's decision.

### **Investigation by the Centre into alleged malpractice by members of staff**

Investigations into any alleged malpractice or irregularities against a member of staff must normally be carried out in the first instance by the Centre Co-ordinator

Investigations into alleged malpractice or irregularities against the Centre Co-ordinator must be carried out by the Head of Centre, and reported to the Awarding Body when completed.

Any member of staff accused of malpractice or irregularities must be made fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice, and the possible consequences should malpractice be proven.

Any member of staff accused of malpractice or irregularities must have the opportunity to respond (preferably in writing) to allegations made.

Any member of staff accused of malpractice or irregularities must be made aware of the avenues for appealing should a judgement go against him or her.

When investigating serious cases or alleged staff malpractice, it may be necessary for a member of the Awarding Body staff to be present at an interview with the staff member concerned. The member of staff being interviewed may be accompanied by a friend or union representative.

In accordance with the requirements of the Code of Practice and the Arrangements for the Statutory Regulation of External Qualifications in England, Wales and Northern Ireland, a report on cases where members of staff are found to have committed malpractice, together with details of the action taken by the Centre Co-ordinator or the Head of Centre must be forwarded to the regulatory authorities and may be made available to other Awarding Bodies if the Awarding Body decides that the circumstances of the case are sufficiently serious to warrant such reports being made.

## **Reports**

It is the responsibility of the Head of Centre, acting on behalf of the Awarding Body, to submit a full written report of an investigation and to provide the following where appropriate:

- A statement of the facts, a detailed account of the circumstances and details of any investigations carried out by the Centre.
- Written statement(s) from the invigilators or other staff concerned.
- Written statements from the candidate(s) concerned.
- Any mitigating factors (e.g. relevant medical reports).
- Information about the School's procedures for advising candidates of the Awarding Bodies' regulations.
- Seating plans.
- Unauthorised material found in the examination room.
- Any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.

This procedure is fully supported by the LEIA Education and Training Committee.